

General Information

How do I access the JTA Online Voting Tool?

Go to: <http://jta-crtool.net/voting>

NOTE: Should you experience any problems with the Tool System at the outset (or in any portion of the Tool), go back to the Online Voting Tool logon page and click on the Download a Software Trouble Report (STR) link directly under “Problems With The System?” Fill out the STR and save it as you would save any Word document. Then e-mail the completed form to the JTA Secretariat at JTA-TEAM@artelinc.com.

How do I log on to the JTA Online Voting Tool?

As a new user, you will have to register the first time. Click on the New User? link and follow the listed instructions. Make sure that you fill out *all* the required fields. E-mail this completed form to the JTA Secretariat at JTA-TEAM@artelinc.com.

What about Password specifics?

Initially—for System Administration start-up purposes only—you are assigned a password; however, you are encouraged to *change* it at your earliest convenience. Your password must be at least seven (7) characters and contain characters from *each* of the following four (4) character types:

| Description | Examples |
|---|---------------------------------|
| English uppercase letters | A, B, C, ... Z |
| English lowercase letters | a, b, c, ... z |
| Westernized Arabic numerals | 0, 1, 2, ... 9 |
| Non-alphanumeric “special characters” such as punctuation symbols | ! @ # \$ % ^ & * () _ + - = |

How do I change my password?

Click on the **Change Password** link on the left menu bar to change your password. Enter your *current* (about to become obsolete) password. Enter your *new* password, and then enter your *new* password a second time—for confirmation. Click on the **Change** button. Passwords not meeting **all** of the above requirements will not be accepted by the system. Your new password must be used to logon in the future.

What if I forget my password?

On the Tool’s *logon page*, click on the Forgot Your Password? link and follow the listed instructions. Should you enter your password incorrectly four times in a row (*time independent*,

i.e., four times during the same log-in), you will have to e-mail the JTA Secretariat, who will then e-mail you your new “starter” password, which you can modify.

Discussion Period

As a **Principal Voting Representative** during the **Discussion Period**, what privileges do I have?

Principal Voting Representatives can view Change Requests to be voted on, view all generated notes, and add notes. Once you have logged on, you will see the Home Page, which lists active Change Requests by JTA number and Subject (JTA paragraph number). These are followed by the current period (Discussion, Voting, or Objection period) of each Change Request, their closing date, and **your** status, *i.e.*, what *you*, as a logged-on Principal Voting Representative, have done regarding the Change Request currently posted for reviewing and discussing.

To view a Change Request, if you already know its number, you can select from the drop-down list in the left navigation bar. Or, if you want more initial detail—by categories listed in the preceding paragraph, scroll down on the Home Page, then click on the hyperlink of your selection, under “JTA#.”

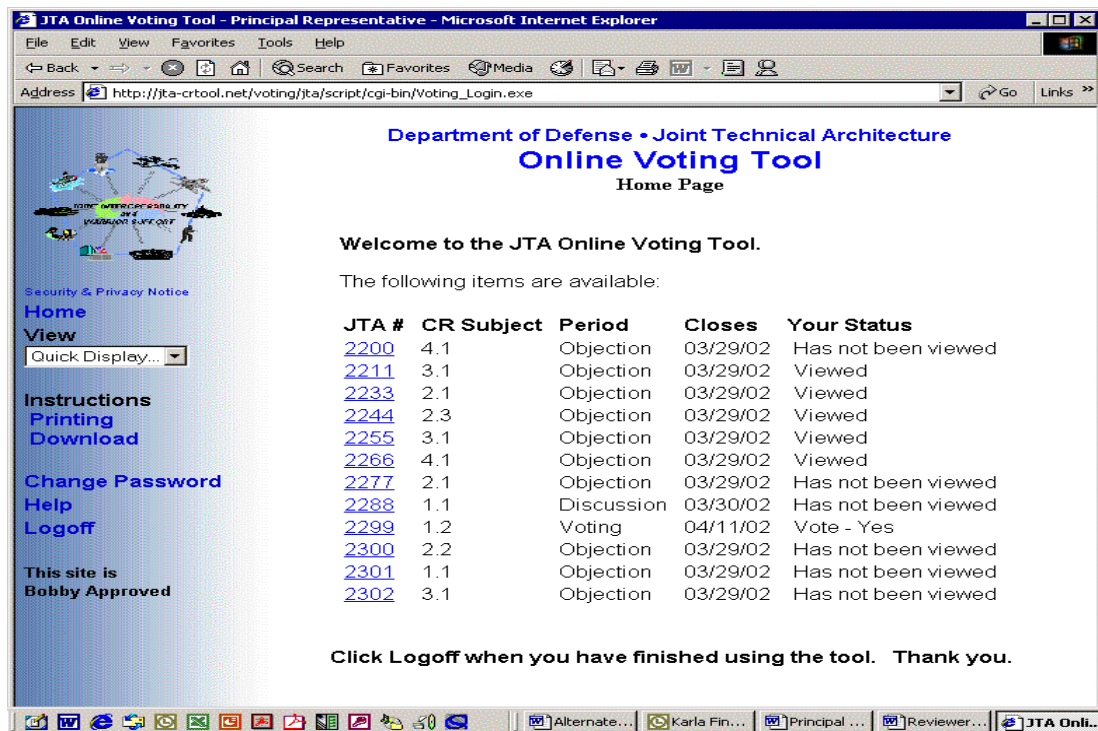


Figure 1: The Home Page

Add your note in the “Add Notes” box. When you have finished writing your note, **be sure to** click on the **Record** button to **save** your input. All notes appear—with date and time submitted, author, and organization, sorted by date descending, *i.e.*, newest at the top—under the word

Notes. Once you have posted a note, neither you nor anyone else can change or delete that note. You would have to write, for example, another note to the effect “My note of ____ was in error; please disregard it.”

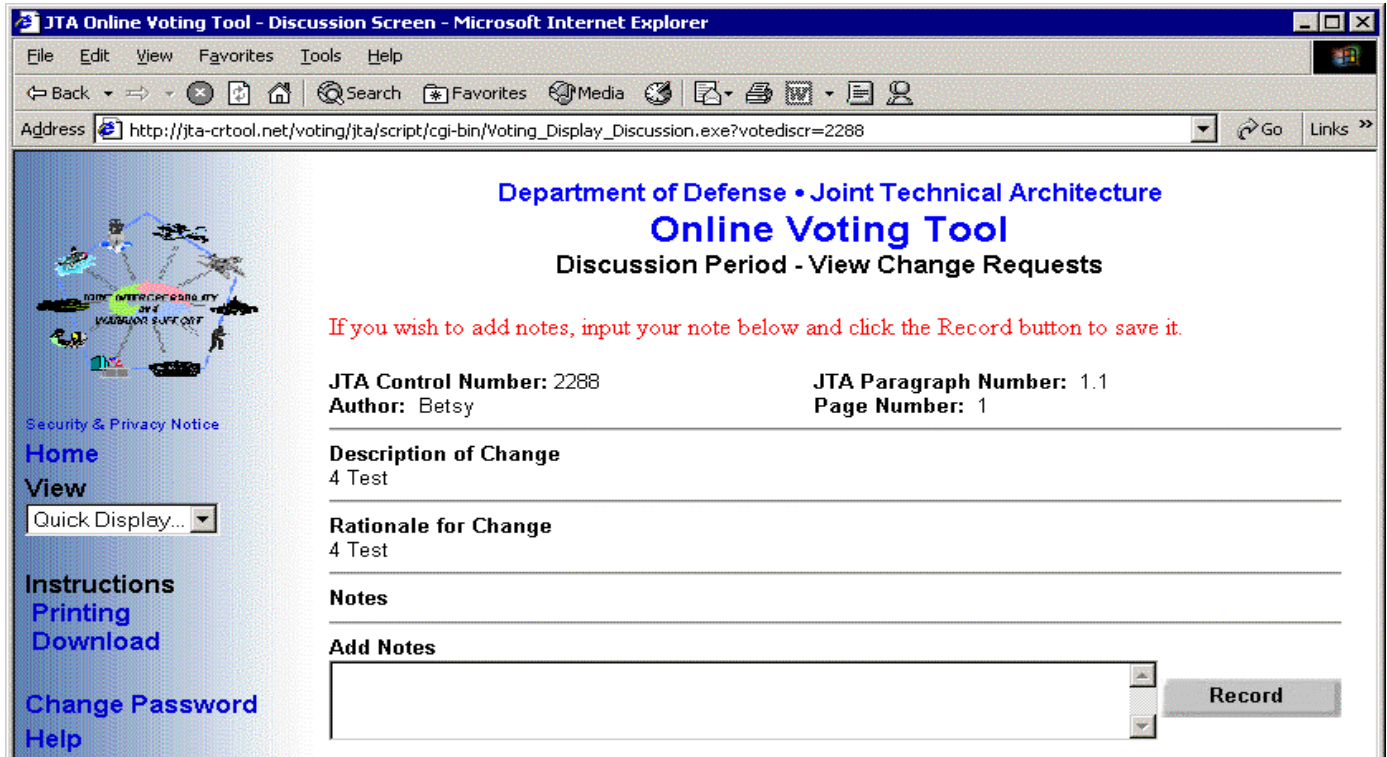


Figure 2: Adding Notes during the Discussion Period

Regarding other menu choices:

Click on your choice from the navigation bar, on the left side of the screen. To see instructions on how to print or download, click on **Print** or **Download**. To change your password, click on **Change Password**. For additional information, click on **Help**.

Voting Period

As a Principal Voting Representative during the Voting Period, what privileges do I have?

Principal Voting Representatives can make notes and view all generated notes, votes, and the voting status on each Change Request. A Principal Voting Representative can vote on a Change Request and overwrite the vote of his or her organization's Alternate Voting Representative. Once the Principal Voting Representative has voted, only he or she can change the organization's vote—unless the Principal Voting Representative sets the option to allow his or her vote to be overwritten by the Alternate.

If you vote “No” or “Abstain” you *must* include a reason in the space provided. Your vote can be changed anytime up to the date and time posted for closing.

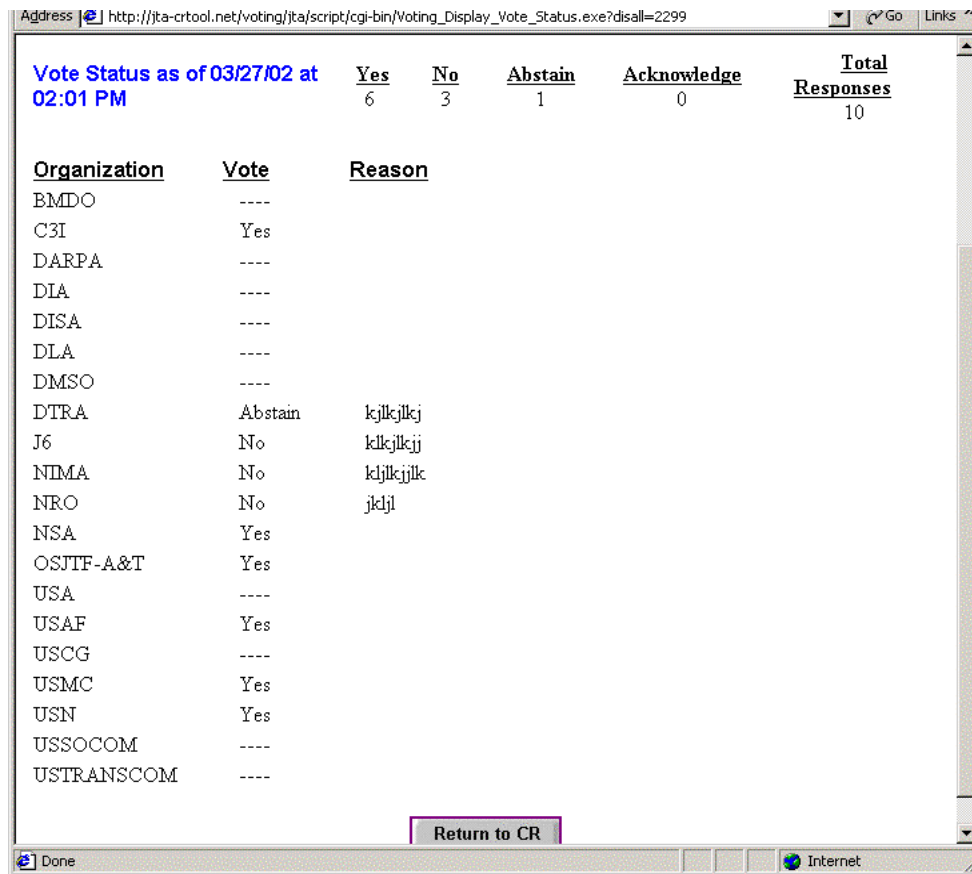


Figure 3: Final Vote Results Window

Once the voting period has closed, the system will automatically calculate the results. A passing motion will require that (1) a quorum exist (11 or more votes, including votes of Yes, No, and Abstain), (2) three of the four major Services (U.S. Air Force, U.S. Army, U.S. Marine Corps, and U.S. Navy) vote on the Change Request, and (3) a majority of all votes cast be in the affirmative.

Objection Period

As a Principal Voting Representative during the Objection Period, what privileges do I have?

Principal Voting Representatives can view the final vote, vote history, and notes on each Change Request. Principal Voting Representatives can make a substantive objection on a Change Request, which will fail the vote. A reason must be included for a substantive objection by typing it within the space provided in the lower central portion of the screen and then clicking on the **Make A Substantive Objection** button in lower right portion of the screen. If a Principal Voting Representative has made a substantive objection, he or she can click on **Reverse Substantive Objection** in the Final Vote screen while in the Objection Period. The Principal

Voting Representative has the deciding vote on a substantive objection. The Principal Voting Representative is the only one who can make or reverse a substantive objection for his or her organization.

Table 1: Overview of All User Privileges

| Functional Period Person | Discussion Period | Voting Period | Objection Period |
|---|--------------------------------------|--|---|
| | | | |
| Reviewer | Make notes and view generated notes. | Make notes and view all generated notes, vote status, and vote history. | View final vote, vote history, and notes on each Change Request. |
| Alternate Voting Representative | Make notes and view generated notes. | Make notes and view all generated notes, vote status, and vote history. Can vote on a Change Request. | View final vote, vote history, and notes on each Change Request. |
| Principal Voting Representative | Make notes and view generated notes. | Make notes and view all generated notes, vote status, and vote history. Can vote on a Change Request and overwrite the vote of an Alternate. | View final vote, vote history, and notes on each Change Request. Can make or reverse a substantive. |